STARTING AT UTS INDUCTION PROGRAM

You serve a vital role in contributing to UTS’s core functions of teaching and learning, research, community engagement and the administration to support those functions. It is important for you to get to know the University environment and culture in the first few weeks and months of your employment.

The Starting at UTS Induction Program begins before you join UTS and continues for 3 to 12 months. It is designed to help you:

- understand your role and what is expected of you
- build awareness of UTS strategic direction and values
- understand UTS operations and structure
- access and work with key policies and procedures
- understand your rights and responsibilities around equal opportunity, health and safety and legal and ethical obligations
- establish connections and networks across the University.

Program Overview

Local Workplace Induction
This is coordinated by your supervisor and is about the ‘who, what, where, when and how’ of your immediate working environment.

Starting at UTS Website
This is the central point for information and links:

- staged information according to the type of staff member,
- links and downloadable resources,
- supervisor resources – information about induction and checklists/templates,
- access to e-learning compliance modules.

Compliance Education
UTS is committed to the health, safety and wellbeing of its staff and we must ensure compliance with legal and ethical requirements. Training on these important matters is provided through a series of online modules or face-to-face workshops.

➢ To enrol go to Employee Self Service (ESS)/Online Learning Management (OLM)/My Learning.

Online modules (all staff)  Face to face sessions (role specific)

- EO Online
- Safety & Wellbeing Essentials
- EHS for Supervisors/Academics
- Privacy Awareness
- Records Awareness
- Education Services for Overseas Students (ESOS)
**Induction Events**

UTS runs a series of induction events that provide you with opportunities to meet people and deepen your understanding of UTS.

- To enrol go to Employee Self Service (ESS)/Online Learning Management (OLM)/My Learning.

<table>
<thead>
<tr>
<th>All Staff</th>
<th>Academic staff</th>
<th>Other (role specific)</th>
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<tbody>
<tr>
<td>• Welcome to New Staff</td>
<td>• Library Orientation</td>
<td>• SAU training</td>
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<td></td>
<td>• Orientation Program for new Academics</td>
<td>• TRIM training</td>
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<td>• Welcome to UTS Research</td>
<td>• BI Training</td>
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<td>• Other IML and RIO workshops</td>
<td>• Neo (HR/Finance system)</td>
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<td>• UTSONline</td>
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**Induction Schedule**

Induction is a staged process that begins on your first day and continues throughout your first year.

The schedule outlines the activities that both you and your supervisor are expected to complete during each stage.

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td><strong>CONFIRM AND SETTLE: Pre-Arrival</strong></td>
<td>access Induction Guide for Supervisors</td>
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<tr>
<td>• accept offer</td>
<td>• arrange to meet on Day 1</td>
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<tr>
<td>• complete all employment paperwork</td>
<td>• notify colleagues</td>
</tr>
<tr>
<td>• access “Starting at UTS” website</td>
<td>• prepare workspace, organise equipment/resources, including any workplace adjustments</td>
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<tr>
<td>• do your own reading and preparation</td>
<td>• arrange IT systems access</td>
</tr>
<tr>
<td>• if you require a workplace adjustment, speak to your supervisor</td>
<td>• arrange PIN access if used in your building, Staff Directory listing, business cards, local/mobile phone, and distribution lists</td>
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<td></td>
<td>• prepare personalised induction program and workplace induction kit</td>
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<tr>
<td></td>
<td>• set-up meetings with key contacts</td>
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<td></td>
<td>• arrange induction partner</td>
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SETTLE AND ORIENT: Day 1

- meet with your supervisor
- familiarise yourself with the local work area
- meet your colleagues
- set-up your workstation
- activate your IT systems – Outlook, Neo, UTSOnline
- check you have building access
- learn emergency procedures and watch “Escape from UTS”
- obtain your staff ID card or Smart Card

ORIENT AND FOCUS: Week 1

- meet with your supervisor
- complete “Starting at UTS”
- update your neo details (emergency contact, EO questionnaire, qualifications)
- enrol and complete online compliance training
  - Safety & Wellbeing Essentials
  - EO Online
- familiarise yourself with relevant UTS policies and procedures
- familiarise yourself with local administrative procedures

FOCUS AND CONNECT: 1st Month

- seek feedback and agree to workplan
- meet with key contacts
- read and understand the Read and understand the UTS Fraud and Corruption Prevention and Public Interest Disclosures Policy and Guidelines
- connect with equity networks (eg Indigenous Staff Network, Women @ UTS)
- campus tour
- enrol for other Induction events (eg IML, RIO, IT, Library)
- weekly meetings with your supervisor

BUILD AND SUPPORT: 2-6 months + ongoing

- complete all compliance training
- attend Welcome to New Staff
- complete Recruitment and Induction Experience Survey
- enrol/register for professional development activities (internal & external workshops, networks and courses)

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1 Timing of when this occurs will depend on the type of staff member
Working at UTS, what our staff say

I came from industry and knowing that UTS valued that experience and I could build on it and keep my engagement within the industry was very appealing to me. (Bijan Samali, Associate Dean (Research) Engineering & Information Technology)

The focus of innovation and flexibility makes life interesting. It certainly makes the working environment more complex but I find that exciting. You’re not doing the same things every day. (Greg Skilbeck, Associate Dean (Research) Science)

It’s a very supportive environment that it recognises the important role that support staff play in the life of a university, and that’s not the feature of every university. (Bill Paterson, Faculty Manager, Business)

UTS has a real focus on staff welfare and wellness and there are so many programs that staff can tap into that are fun to do but also promote healthy lifestyles and it just makes you feel so great. It’s a great pleasure to come to work. (Carroll Graham, Institute Manager, Institute for Sustainable Futures)

The UTS Strategic Plan 2009-2018

Our vision

Our vision for 2018 is to be a world-leading university of technology. For us this means embedding and showcasing leading edge IT and other technologies in all disciplines; performing strongly in the disciplines of science, engineering and technology; remaining highly relevant to industry and the professions; and aligning our education and research with relevant national and economic priorities.

Our purpose

Our purpose is to advance knowledge and learning to progress the professions, industry and communities of the world.

Our values (DEEDS)

To guide our performance and our interactions with each other, with students, our partners and the wider community, we have articulated our values for the first time. Our values in action are:

- **Discover** and share new knowledge and new ways to lead through our teaching, research, intellectual debate and use of technology.
- **Engage** and collaborate with each other, our students, alumni, partners, professions and communities, locally and internationally.
- **Empower** each other and our students to grow, contribute, challenge and make a difference
- **Deliver** on our obligations to each other, our students, our partners and communities while maintaining high standards and ethical behaviour.
- **Sustain** our local and global environment, organisational health and our ability to create a positive, viable future.

Our objectives during 2009 - 2013

To build our reputation during 2009 - 2013 we will:

1. Strengthen the standing of the UTS Model of global practice-oriented learning.
2. Increase the scale, quality and impact of research in our discipline fields.
3. Enhance our strong, inclusive university environment through state-of-the-art learning, research and social spaces, infrastructure and highly responsive services.
4. Build the capabilities of our people and processes to sustain and improve performance into our third decade and beyond.